



Request for City Council Committee Action

Date June 17, 2003

To Ways & Means/Budget Committee
Referral to None

Prepared by Anthony Lopez, Phone 335-6031

Approved by John Bergquist _____
John Moir _____

Subject Acceptance of Proposal for Convention Center Facility Security Services at the Minneapolis Convention Center

Presenters in Committee Anthony Lopez, Executive Director, and Chris Larson, Director of Facility Services, Convention Center

Recommendation

That the proper City Officers be authorized to enter into contract with Burns International Security Services for providing Facility Security Services for the Minneapolis Convention Center, effective July 1, 2003, through December 31, 2003, with option to extend for two separate one-year periods from January 1, 2004 through December 31, 2004 and January 1, 2005 through December 31, 2005, at an estimated annual cost of \$1,028,000 or \$514,000 for 2003; annual cost to increase by the Consumer Price Index (CPI) on January 1 of each year. Funds are available and payable from the Convention Center Operations Fund and Agency 0760-MCC.

Financial Impact (Check those that apply)

☒ No financial impact (If checked, go directly to Background/Supporting Information)

☐ Action requires an appropriation increase to the Capital Budget

☐ Action requires an appropriation increase to the Operating Budget

☐ Action provides increased revenue for appropriation increase

☐ Action requires use of contingency or reserves

☐ Other financial impact (Explain):

☒ Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information

On January 9, 2003, the Permanent Review Committee (PRC) approved issuance of a Request for Proposal (RFP) for providing facility security services for the Convention Center, and the City Council granted approval on January 17.

The scope of services includes providing a safe environment for clients, guests and staff of the MCC: security and safety for all public spaces, the MCC parking ramp, the property's perimeter, and the dock operations area, as well as protection of MCC equipment and inventories during operational and non-operational hours of the facility.

Proposals were sent to and received from seven vendors. An evaluation committee was comprised of our Director of Event Services, Manager of Safety & Security, and Guest Services Supervisor. Proposals were reviewed according to criteria contained in the RFP:

- Quality, thoroughness and clarity of proposal.
- Qualifications, experience and number of staff.
- How well the scope of services would meet objectives.
- Financial responsibility and capacity.
- Organization and management approach.
- Small and underutilized business participation.
- Cost of services.
- Insurance coverage.

The evaluation committee selected the vendor determined to provide the best price and the highest quality of service based on experience and Minnesota Department of Labor wage statistics for the security service industry. As a result of negotiations, this is to request that the proper City Officers be authorized to enter into contract with Burns International Security Services at an estimated annual cost of \$1,028,000 (six months in 2003) plus the CPI increase on January 1 of each year.

/smc